

APPLICATION FOR PROJECT REVIEW CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

CIVIC CENTER: 110 E. Main St., Los Gatos, CA 95032
Phone: (408) 354-6874 FAX: (408) 354-7593

MAILING ADDRESS: P.O. Box 949, Los Gatos, CA 95031

PLEASE TYPE OR PRINT CLEARLY

1. PROPERTY DETAIL:

Address of subject property: _____
Zoning _____ Site Area _____ APN _____
Existing use _____

2. BRIEFLY DESCRIBE PROJECT:

3. APPLICANT:

NAME _____ PHONE: _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

4. NAME OF PROPERTY OWNER: (If same as above, check here ☐)

NAME _____ PHONE: _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

I hereby certify that I am the owner of record of the property described in Box #2 above, and that I approve of the action requested herein.

SIGNATURE OF OWNER _____ **DATE** _____

ACKNOWLEDGMENT FORM

I, the undersigned, fully acknowledge and understand the Conceptual Development Advisory Committee is only an advisory body and is not empowered by the Town Council or the Planning Commission to render recommendations or decisions regarding land use issues.

I further understand and acknowledge that any statement by the Committee that a potential land use appears consistent with Town Policy is not an express or implied approval of a development project. A project may be rejected by the Planning Commission and/or Town Council for inconsistency with Town policy or for other reasons in the course of the development review process, including public input.

I further understand and acknowledge that the members of the Conceptual Development Advisory Committee are in no way bound in their future review of my project, by their comments at this very preliminary state of project development.

SIGNATURE OF OWNER _____ **DATE** _____

*** * DO NOT WRITE BELOW THIS LINE**

APPLICATION No. _____

PLAN CDA	\$1,445.00
PTRACPLN	57.80
PLANAP	144.50
TOTAL FEE	\$1,647.30

ADMINISTRATIVE POLICY FOR PROCESSING
"REQUESTS FOR REVIEW" BEFORE THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE (CDAC)

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members).
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. Only two items will be permitted on each agenda.
4. A prospective developer shall submit at his/her option, a "Request For Review" which shall include:
 - a. A signed application form available from the Community Development Department. The property owner must sign the application or it will not be accepted.
 - b. A brief, general description of the project and its location (no more than one typed page-double spaced).
 - c. Eight (8) copies of a preliminary site plan. Schematic elevations are encouraged, but are not required. The more information provided to the Committee, the more detailed the responses will be. Full size plans are recommended for very complex or large projects.
 - d. Required filing fee.
 - e. All materials (plans, letters, etc.) intended to be viewed by the Committee members prior to the meeting must be submitted at the same time the application is filed. Materials filed after the submittal will not be accepted. Materials may be brought to the meeting.
5. The prospective developer has five minutes to make a presentation and the Committee has 25 minutes to respond.
6. Committee members will give their own personal opinion about the project. The applicant shall not argue about that opinion or try to dissuade Committee members.
7. The Committee may only review a project once prior to a formal application being submitted.
8. If, after a formal submittal to the Town, the scope of the project changes significantly, the applicant may resubmit to the CDAC at the discretion of the Director of Community Development.
9. A Committee agenda will be mailed and posted 72 hours before the meeting. No other public notice will occur.
10. Minutes will be taken for the Committee meeting; however, there will be no tapes of the meetings.
11. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will become part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.
12. The Committee review will focus on policy issues only. There is no technical or ordinance compliance review by either the Committee or staff.

RESOLUTION 1994-17
RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS TO AMEND
THE TERMS OF OFFICE OF THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE AS AN
ADVISORY BODY TO THE PLANNING COMMISSION

RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the Conceptual Development Advisory Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Conceptual Development Advisory Committee shall consist of five (5) members. Three (3) members shall be members of the Planning Commission and the two (2) members shall be members of the Town Council.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members and the Chair of the Planning Commission for Planning Commission members.

2. Meetings; quorums; officers.

The Conceptual Development Advisory Committee shall hold regular meetings at least once a month if any applications are received. A majority of the Conceptual Development Advisory Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

3. Powers and duties.

The duties of the Conceptual Development Advisory Committee shall be to advise a prospective applicant of whether his project is consistent with Town policy prior to initiating an expensive and time consuming development review process; and to identify and list problems with the proposal that need to be addressed in the review process. The Committee shall not review projects for which any permit application has been submitted to the Planning or Building Department.

4. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Conceptual Development Advisory Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

FURTHER RESOLVED that this Resolution rescinds Resolution 1992-147. PASSED AND ADOPTED at a regular meeting of the Town Council held on the 7th day of February, 1994, by the following vote:

COUNCIL MEMBERS:

AYES: Joanne Benjamin, Steven Blanton, Linda Lubeck, Patrick O'Laughlin, Mayor
Randy Attaway

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:

MAYOR OF TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA